

CONSTITUTION AND BY-LAWS

OF THE



Incorporated by Chap. 56

Statutes of Alberta 1918

AS REVISED AND ADOPTED AT

***The Eighteenth Annual
Convention***

CALGARY, JANUARY 19-22, 1926



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LATEST AMENDMENTS

TO THE CONSTITUTION, PASSED AND
ADOPTED AT NINETEENTH ANNUAL
CONVENTION, EDMONTON,
JANUARY 18-21, 1927

Add to Clause 4, Section 15—"Junior District Associations shall be required to pay an annual fee of \$1 to the Association."

Clause 2 of Section 10, is amended by substituting the words "two-thirds vote" for the word "majority" where the word "majority" occurs therein

The United Farmers of Alberta

Section 1.—Title

This Association shall consist of all its members. It shall be called "**The United Farmers of Alberta.**"

The following shall be, until amended as hereinafter provided for, its Constitution and By-laws:

Section 2.—Interpretation.

In this Constitution and By-laws, unless the context otherwise requires, the expression:

1. "The Association" shall mean The United Farmers of Alberta.

2. "The Convention" shall mean a meeting of the delegates and officers of the Association.

3. "The Central Board" shall mean the Board of Directors of The Association, as defined in Section 7.

4. "The Executive" shall mean the Executive of the Association.

5. "Director" shall mean the Director elected by the delegates from a Federal Constituency as provided in Section 6, Clause 3 (e).

6. "The Central Secretary" shall mean the Secretary of the Association.

7. "Local" shall mean a Local Union as provided for under Section 10.

8. "District Association" shall mean a group of Locals as provided for under Section 15.

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9. "Provineial Constituency Association" shall mean an association of all the Locals in a Provincial Constituency.

10. "Federal Constituency Association" shall mean an association of all the Locals in a Federal Constituency.

11. "Women's Sction" shall mean The United Farm Women of Alberta.

12. "Junior Branch" shall mean the Junior Locals of the United Farmers of Alberta.

Section 3.—Objects.

The objects of The Association shall be:

1. The study and praetice of the principles of co-operation in all our industrial activities.

2. To further the interests of farmers and ranchers in all branches of agriculture.

3. To promote and seeure neecessary and just legislation.

4. To promote soeial intercourse, a higher standard of community life, and the study of economic and social questions bearing on our interests as farmers and eitizens.

5. To settle disputes between members without recourse to law whenever possible.

6. To take into consideration any member's ease of gricvance, hardship or litigation, and to defend our members as far as it may be possible and just.

7. To use the influence of The Association to promote the well-being of our Province and Dominion.

Section 4.—Membership.

1. Membership in the Association may be had in any of the following ways by any person directly interested in farming, resident in the Province of Alberta:

(a) By becoming a life member as provided in Section 12.

(b) By becoming a member of a Local as provided in Sections 10 and 16.

(c) By becoming a member at large as provided in Section 13.

2. Women shall have the same standing in The Association as men.

3. No person shall be allowed to hold membership in more than one Local at one and the same time.

Section 5.—The Association.

1. At least once a year and at such other times as the Central Board or the Executive may decide, a convention of the delegates elected as hereinafter provided, and of the officers of The Association shall be held. The Convention shall have full power and authority to exercise all the powers of, and to govern The Association. The said delegates and officers shall be styled "The Convention."

2. The financial year of the The Association shall be from December 1st to November 30th.

Section 6.—The Annual Convention.

1. The Annual Convention of The Association shall be held in the latter half of January of each year, at such place as shall be decided upon by the Central Board.

2. Delegates to the Annual Convention shall present to the Secretary thereof, in such form as shall be decided by the Executive, credentials duly signed by the Local Secretary before being permitted to take part in the business of the meeting.

3. The regular business of the Convention shall be:

(a) To elect a Chairman of the Convention.

(b) To appoint a committee on credentials, whose duty it shall be to ascertain the proper standing of all delegates and candidates for office.

(c) To appoint such other committees as may be deemed necessary for the conduct of the Convention.

(d) To receive and discuss the reports of the Executive and the Board of Directors, and to decide on any question arising out of such reports. All reports shall be printed and distributed to the delegates at the opening of the Convention.

(e) To elect a President and a Vice-President.

(f) To elect a Board of Directors of fifteen members in the following manner:

One director to be elected by the Delegates from the combined constituencies of East and West Calgary; one Director to be elected by the delegates from the combined constituencies of East and West Edmonton; one Director to be elected by the delegates from Peace River lying south of the north boundary of Township 66; one Director to be elected by the delegates from that portion of the constituency of Peace River lying north of the north boundary of Township 66; one Director to be elected by the delegates from each of the remaining eleven Federal constituencies.

(g) To decide any business brought before the Convention by Resolutions which have been passed by the Central Board or by Constituency Associations' Conventions and District Associations' Conventions. The Central Board shall meet prior to the Convention to deal with resolutions intended to be submitted to the Convention. They shall have power to give precedence to resolutions according to their relative importance, and where two or more resolutions are submitted on the same subject, they may offer a consolidated resolution instead.

4. Conventions shall be called by written notice mailed to each Local Secretary under the name and address recorded in the books of the Central Office, at least six weeks prior to such meeting, stating the time and place thereof.

5. A majority vote shall decide all questions excepting questions relating to amendments to the Constitution.

6. The railway fare of all duly qualified delegates to the Convention shall be borne equally by all the delegates, and for this purpose the Central Secretary shall estimate as nearly as possible the average railway fare in advance and advise all Locals of same, and all delegates whose round trip fares are less than this average shall be required at the time of registration to pay into the Pool the difference between their round trip fare and the average.

Immediately the delegates are all registered the Secretary shall estimate the correct Pool Rate and shall pay to all those whose total fare is greater than the Pool Rate the difference between the Pool Rate and the fare paid.

In the event of the first estimated Pool Rate being greater than the correct Pool Rate, a refund of the difference between the two rates will be made to those delegates that had paid in to the Pool.

No delegate shall be allowed part in the proceedings of the Convention until he has made complete settlement with Convention Pool.

Section 6a.—Elections at Convention.

1. Every Officer shall hold office until his successor has been appointed.

2. Candidates for the office of President or Vice-President shall be nominated openly on the floor of the Convention.

After nominations are closed and before a ballot is taken the names of the candidates shall be arranged in alphabetical order and placed before the Convention.

Elections shall be by the Preferential Ballot.

3. Candidates for Director for each Constituency shall be nominated openly at a meeting of the delegates from that Constituency who may be segregated for that purpose.

4. Voting by proxy shall not be allowed.

5. Scrutineers to take the ballot at any election or on any vote may be appointed by the Chairman. Any duly qualified member or delegate not a candidate may be appointed a scrutineer. Scrutineers on election of officers shall not report the number of votes cast for each candidate, unless the meeting shall otherwise decide.

Section 6b—Constitutional Amendments.

1. Amendments to the Constitution may be submitted to the Annual Convention of the Association as follows:

(a) By resolution of the Central Board.

(b) By resolution of a Constituency Convention.

(c) By resolution passed by a Local, or a District Association, provided it is in good standing in the Association.

(d) By permission being secured, three-fifths of the delegates present and voting at the Convention voting in favor.

2. Any Local, District Association or Constituency Association desiring to introduce any amendment to the Constitution shall submit a draft to the Central Secretary not later than the 1st of December previous to the Annual Meeting

and the Central Secretary shall communicate same to each Local by circular letter not later than December 15th of same year. Any amendment offered by a Local to such proposed amendment to the Constitution may be submitted to the Convention by being sent in writing signed by the President and Secretary of such Local, to the Central Secretary before the opening of the Convention.

3. The passage of any addition or amendment to the Constitution shall require three-fifths of the delegates voting to vote in favor of it.

Section 7.—Central Board.

1. The Association shall have a President, Vice-President, Executive Committee, and Directors as provided for in Sec. 6, Clause 3 (e). These, together with the Executive of the U.F.W.A., shall be the Board of Directors of the Association.

2. The Central Board shall, at its first meeting, appoint three Executive Committee-men from among their members.

3. The Central Board shall manage the business of The Association and may exercise all the powers of The Association as are not by this Constitution required to be exercised by the Convention and may delegate any such powers to the Executive.

4. The Board shall appoint an Auditor, who must be a qualified Accountant.

5. A meeting of the Central Board may be called at any time, and not less than once in six months, by the President, the Executive, or a majority of the members of the Board. Notice of meeting must be mailed to each member at his usual place of abode at least two weeks prior thereto, stating the time and place of such meeting and the business to come before the said meeting; provided that

an emergency meeting can be held at any time upon three days' notice by telegram or telephone to each member.

6. The office of a member of the Central Board shall, ipso facto, be vacated by death, removal from the Province, election to the Parliament of Canada or the Legislature of the Province, or conviction for any offence under the Criminal Code, except at the discretion of the Central Board.

7. A member of the Central Board who violates any of the provisions of this Constitution shall be liable to suspension by a three-quarters vote of the members of the Central Board present and voting at regularly called meeting of the Board.

8. The Central Board shall have power to fill any vacancies that may occur in the Central Board, or they may delegate such power to the Executive.

Section 8.—The Executive.

1. The Executive shall consist of the President, Vice-President, the three Executive Committee-men appointed by the Board, and the President of the U.F.W.A.

2. Meetings of the Executive shall be held as often as the business of the Association shall require and at least every three months, and shall be called by the President.

3. A special meeting of the Executive may be called at the instance of any two members thereof, provided they request the President, in writing, to call such meeting and also state the business to be brought before the meeting. Meetings of the Executive shall be called by ten days' notice in writing mailed to each member of the Executive at his usual place of abode or

on three days' notice by telegram or telephone. Meetings may be held without notice if a quorum of the Executive is present; provided, however, that any business transacted at such meeting shall be ratified at the next regularly called meeting of the Executive, or be null and void.

4. Any three members shall constitute a quorum at all meetings of the Executive, and a majority vote of the members present shall decide all questions.

5. A resolution signed by all the members of the Executive shall be as valid and effectual as if passed at a regular meeting of the Executive, provided that such resolution must be ratified by the Executive at their next regular meeting.

6. The Executive may make such rules and regulations for the proper management of the Association's affairs and business not inconsistent with the Constitution as it may deem expedient and amend or repeal the same, and may from time to time delegate such powers and duties to Local Boards as it may deem advisable, and shall be deemed to be the representative of the Association at all times except when the Convention or Central Board is in session.

7. The Executive shall appoint and fix the remuneration of a Secretary and a Treasurer, who may or may not be Directors or officers of the Association, and delegate to each such duties and powers as it may see fit, not inconsistent with the Constitution and By-laws; provided, that it shall be competent for one person to hold both of these offices.

8. Any action of the Executive shall be subject for thirty days from date of meeting to the approval of the Central Board, any three members of which may, by formal protest to the Central Secretary in writing, render inoperative such action until submitted to the full Board. The

Secretary shall mail a copy of the minutes of each Executive meeting to each member of the Board as soon as possible, and not later than ten days after the meeting.

Section 9.—Duties of Provincial Officers.

President.

1. The President shall be, ex-officio, a member of all committees. He shall also submit or cause to be submitted to the Convention the Directors' Report on the affairs of the Association. He shall, when present, preside at all meetings of the Central Board and the Executive.

Vice-President.

2. In case of the absence of the President, or his inability to act, his duties shall be discharged by the Vice-President, and in case of the office of President becoming vacant the Vice-President shall be President until the next Convention.

Secretary.

3. It shall be the duty of the Secretary to attend all meetings of The Association, the Central Board and the Executive, and to keep correct minutes of same.

4. He shall have charge of the seal of The Association, which shall, whenever used, be authenticated by the signature. In case of his absence these duties shall be discharged by such officer or officers as may be appointed by the Executive.

5. The Secretary shall have charge of the correspondence of The Association, relating to all matters as aforesaid. He shall cause the Treasurers' statement of The Association's financial position to be presented to the Annual Convention.

Treasurer.

6. The Treasurer shall receive all monies paid to The Association and shall be responsible for the deposit of the same in whatever bank the

Executive may order. He shall properly account for the funds of the The Association and keep such books as he may be directed.

7. He shall present a full detailed account of receipts and disbursements to the Board, or the Executive, whenever requested by either of them, and shall prepare for submission to the Annual Convention a statement duly audited by a qualified Accountant of the financial position of the The Association, and submit a copy of the same to the Secretary.

8. He shall perform all such other duties as the Executive may determine.

Bonds.

9. The Secretary, the Treasurer or the Secretary-Treasurer shall enter into a bond at the expense of The Association with such security as the Executive shall approve. .

Directors.

10. The Directors, in addition to their duties as members of the Central Board, shall have charge of the educational work in their district and shall supervise all organization work in same. They shall also assist the Executive when called upon in the carrying out of their duties.

Section 10.—Local Unions.

1. A Local may be organized by at least five resident farmers applying to another Local or organizer to be so organized, on receipt of which application the Local or organizer shall proceed to effect such organization and make due report thereof to the Central Secretary, or, not less than five resident farmers may assemble of their own accord and proceed to organize themselves as a Local by subscribing to this Constitution, and making due report thereof to the Central Secretary.

2. Any person by a vote passed by a majority of the members present at any regular meeting of the Local, and on payment of the regular fees, may become a member of the Local. Such voting shall be by ballot unless the meeting by resolution otherwise decides. Any person under the age of twenty-one years may, in the same manner, become a member of a Local, on payment of half fee.

3. A Local shall each year pay to The Association for each member of the Local the sum of \$2.00 provided, it shall not be required to pay for such of its members as are Life members of The Association.

4. The Local shall make payment of all membership fees owing to the Association promptly and at least once every three months.

5. The membership fee on whatever date paid covers a period of one year from that date.

6. A member three months in arrears shall stand suspended without action of the Local, but the Secretary must report same to the Association and correct the membership roll. Such member from and after such suspension, until reinstated, shall not be entitled to vote at any meeting of the Local or share in its privileges unless by special permission of the Local. A member suspended for the non-payment of dues may be reinstated by the payment of all arrears.

7. A member who has failed to pay in any dues to his Local during the current year shall be deemed to have severed his connection with that Local and his name shall be struck off the list of members. Such member may renew his application for membership and may be reinstated in the same manner as a new member.

8. A member may be transferred for the current year to any Local he may designate, upon surrender of proper credentials signed by the

President and Secretary of his Local, but before such credential can be issued, the member requiring same must have a receipt showing that all dues and assessments owing by him to that Local have been fully paid up.

9. Each Local shall hold an annual meeting not later than December 31st, of which due notice shall be given to all members. This meeting shall elect a President, a Vice-President, a Secretary and a Treasurer or a Secretary-Treasurer, and five directors. The officers elected shall form the Local Board, and shall serve until their successors are elected and qualified. Any vacancy occurring during the year shall be filled by the members at the next regular meeting. Any member of the Local in good standing shall be eligible to be elected to any office in a Local.

10. Regular meetings of the Local shall be held at least once each month.

(a) Special meetings, however, may be called by the President on his own initiative, or at the request of at least five members.

Due notice of such meeting must be given to each member of the Local, giving time and place, also the object for which it is called. No business other than that given in the notice shall be transacted at a special meeting.

(b) Five regular members shall constitute a quorum at all meetings.

11. Locals may appoint delegates as representatives to the Convention. Each Local may elect delegates in the proportion of one for each twenty members, or the major portion thereof, but each Local shall be entitled to at least one delegate.

The paid up membership as recorded at the Central Office for the year ending November 30th last preceding shall govern. Representation may be had on account of membership dues re-

ceived at Central Office between November 30th and the Convention, only if such dues are applied for the year ending November 30th last preceding. A delegate must be a member of the Local appointing him.

12. A Local six months in arrears for dues to the Association shall stand suspended without action of the Central Office, and the name of the Local shall be published in the official organ of the Association. Such Local may be reinstated on receipt of the proper dues, together with satisfactory statement, properly signed by the President and Secretary of such Local. Such Local from and after such suspension, until reinstated by the Central Office, shall not be entitled to representation at the Convention or to standing as a Local of the Association.

13. A Local which has failed to send in and pay to the Association any dues payable to the Association during the current year shall be deemed to have severed its connection with the Association, and shall cease to exist and its number may thereafter be assigned to another Local.

14. In the event of, and upon a Local ceasing to exist, all the records and books of such Local and any monies belonging to that Local shall become the property of the Association and shall be delivered to or sent forthwith by registered mail to the Secretary of the Association at its Head Office; and all other property real and personal belonging to the Local shall on a resolution of the Executive of the Association to that effect become and be the property of the Association and may be taken possession of, held, leased, sold or disposed of as the Executive shall in its discretion direct.

All funds and property or the proceeds of such property of any Local which has ceased to exist shall be held in trust by the Executive for one year from the date of the resolution of the Executive declaring same to be the property of the Associa-

tion. Unless within the period of one year the said Local shall be reorganized and reinstated in good standing by the Association then and therefore such funds or property of the proceeds thereof shall become and be the absolute property of the Association. In the event of the said Local being reorganized and reinstated in good standing within one year as afore-said all funds, books and property, or the proceeds thereof, then in the hands of the Association shall be returned to that Local.

15. Locals shall have power to deal with their members for offences against the Local, and shall be governed by the rules usually applied in such cases.

Section 11.—Duties of Local Officers.

1. The President shall preside at all meetings of the Local and Local Board and shall be ex-officio a member of all committees. In his absence or inability to act his duties shall be discharged by the Vice-President. In the absence of both President and Vice-President, a Chairman may be chosen by the members present.

2. It shall be the duty of the Local Secretary to attend all meetings of the Local and of the Local Board, and to keep correct and informative minutes of the same; he shall attend to all correspondence, issue all press and other reports, and prepare for publication the Annual Report of the Local. He shall relinquish his office and turn over to the Local all funds, books, records and correspondence at any time, provided a resolution to that effect has been passed by a majority of the members of the Local.

3. As Treasurer he shall receive and account for all monies received by the Local and pay all bills and accounts that have been approved by the Local. He shall at intervals, not exceeding three months, prepare a balance sheet showing the financial condition of the Local which shall be read at a regular meeting of the Local.

(a) He shall on the 30th day of November of each year at such other time as the Local may direct, close his books and submit same to an Auditor appointed by the Local, who shall examine same and submit a report to the Annual Meeting.

(b) He shall, when required, enter into a bond, which shall be approved by the Local Board.

Section 12.—Life Membership.

1. Any member of a Local may upon payment of a fee of \$15.00 become a life member of The Association. To remain a member of a Local in good standing he must pay such dues as are levied by the Local.

2. All life membership fees shall be held as a reserve fund under the direction of a "Reserve Fund Trust Committee," to be nominated by the Central Board from among its members, for investment in Dominion of Canada or Alberta Provincial Bonds or in first mortgages or other approved securities, and the income therefrom shall be used under the direction of the said Trust Committee for the purposes of the Association.

3. No part of the said Reserve Fund other than the income therefrom shall be used or expended by the Central Board or the said Committee without the sanction of the Convention.

4. In case the Local in any district disorganizes or fails to appoint delegates to the Annual Convention, the life members residing in the district may appoint delegates in such manner as the Central Board shall, from time to time, direct, and if all the Locals disorganize, the life members shall be organized by the direction of the Central Board for the appointment of delegates and the carrying on of the objects of The Association.

Section 13.—Members at Large.

Any person directly interested in farming may become a member at large by paying \$2.00 per annum to the Central Office. A member at large has no Local or Convention privileges. A member at large may become a member of a Local as provided in Section 10. On production of a receipt showing payment of the Central Office portion of dues he shall only be required to pay such additional fees as are set by the Local.

Section 14.—Constituency Associations

1. A Federal Constituency Association may be formed in each of the Rural Federal Constituencies to assist in carrying out the objects of The Association, and shall be composed of all the Locals in the Constituency.

2. A Provincial Constituency Association may be formed in each Rural Provincial Constituency to assist in carrying out the objects of The Association, and shall be composed of all Locals in the Constituency.

Section 15.—District Associations

1. District Associations may be formed, if deemed necessary in order to assist in carrying out the objects of the Central Association, by any number of Locals grouping themselves together on the basis of a useful combination for marketing or community purposes or on such other basis as the Executive may approve.

2. District Associations shall be required to report to the Executive the objects for which formed or if incorporated shall file with the Executive a copy of the articles of incorporation and by-laws.

3. District Associations shall be required to report to the Central Association and shall stand

in the same relation to the Association as a Local except as to the payment of dues and the right to send delegates to the Convention.

4. District Associations shall be required to pay an annual fee of \$5.00 to the Association.

Section 16.—Women's Section

1. Title.—This section shall be known as "The United Farm Women of Alberta."

2. Members of the U. F. W. A. shall have the same standing in The Association as members of the U. F. A.

3. Locals.—It shall be competent for any five resident farm women to be formed into a Local from membership in which men shall be excluded, and such Local when formed shall be termed a "U. F. W. A. Local" and shall be governed by the Constitution and By-laws of The Association.

4. Conventions.—(a) At the Annual Conventions the delegates from the U. F. W. A. Locals and the women's delegates to the U. F. A. Convention may meet in the general meeting or separately as they see fit. In separate meeting they may discuss any question or matter not inconsistent with the objects of The Association as set forth in Section 3 hereof, but it shall not be competent for them to petition Parliament or the Legislature on any matter independently of the Central Board.

(b) Such separate meetings shall be called the U.F.W.A. Convention and it shall have power to elect a Board composed of an Executive not to exceed three in number and constituency directors elected by the delegates from each Federal Constituency as provided in Section 6, Sub-Section 3 (e).

5. Board of Women's Section.

(a) The Board shall have especial charge under the Executive of The Association of such branches of The Association's work as relate especially to women and children.

(b) A meeting of the Board may be called at any time, but not less than once in twelve months, by the President, the Executive, or a majority of the members of the Board. Notice of meeting must be mailed to each member at her usual place of abode at least two weeks prior thereto, stating the time and the place of such meeting and the business to come before the said meeting; provided that an emergency meeting may be held at any time upon three day's notice by telegram or telephone to each member.

6. Executive of Women's Section.

(a) The Executive shall consist of the President and two Vice-Presidents. One Vice-President shall be elected from the northern half of the Province and one from the southern half of the Province.

(b) Meetings of the Executive shall be held as often as the business of The Association shall require and at least once every six months, and shall be called by the President.

(c) A special meeting of the Executive may be called at the instance of any two members thereof, provided they request the President, in writing, to call such meeting and also state the business to be brought before the Executive. Meetings of the Executive shall be called by ten days' notice in writing mailed to each member of the Executive at her usual place of abode or on three days' notice by telegram or telephone. Meetings may be held without notice if a quorum of the Executive is present; provided, however, that any business transacted at such meeting shall be ratified at the next regularly called meeting of the Executive.

(d) The Executive shall appoint and fix the remuneration of a Secretary, who may or may not be a Director or Officer of The Association, and delegate to her such duties and powers as it

may see fit, not inconsistent with the Constitution and By-laws.

(e) Any action of the Executive shall be subject for thirty days from date of meeting, to the approval of the U. F. W. A. Board, any three members of which may, by formal protest to the Secretary in writing, render inoperative such action until submitted to the U. F. W. A. Board.

The Secretary shall mail copy of the minutes of each Executive meeting to each member of the Board as soon as possible, and not later than ten days after the meeting.

Section 17.—Junior Branch.

1. This section shall be known as the Junior Branch of the U. F. A.

2. The Junior Branch shall be directly under the supervision of the U. F. A., and a convener shall be appointed by the U. F. A. Board who, together with one member appointed by the U. F. W. A. Board and one member appointed by the U. F. A. Board, shall constitute the committee on Junior work.

3. It shall be competent for any five juniors with the assistance of an adult member of the organization to form a Junior Local, which shall be governed by the U. F. A. Constitution and By-laws.

4. The annual membership fee for members of Junior Locals shall be twenty-five cents for members under sixteen years (ten cents of which shall be paid to Central Office); and one dollar for members sixteen years and over and under twenty-one years (fifty cents of which shall be paid to Central Office); over twenty-one years members shall pay the fee provided for in the Constitution of the U. F. A. and U. F. W. A. (two dollars to be sent to Central Office).

5. Objects.

- (a) To train for citizenship.
- (b) To train for leadership.

(e) To follow more definitely the four fold plan of development: Educational, Vocational, Economic, Social.

(d) To give the young people of the community an opportunity to know each other better to enrich the social life of the community and to make life happier and better so that the young people may serve their homes, their communities, and their nation more efficiently.

Section 18.—Miscellaneous.

1. It shall be the duty of each officer and delegate to support at all times the ruling of the majority, his own opinion to the contrary notwithstanding.

2. No one shall disclose motions, rulings, names of movers or seconders, etc., providing the meeting rules that such data shall not be made public.

3. No officer of The Association or of any division thereof may use his title as an officer while engaged in any political campaign, in electioneering, in working for or in support of any candidate for office, unless said candidate shall have been endorsed by the U. F. A. Constituency Association in which such candidate is seeking election, or while engaged in any business or commercial undertaking outside of The Association unless authorized by the Central Board.

4. Nor shall any officer or Director publish or cause to be published any article in any newspaper or periodical on any policy whatsoever not already decided upon by the Executive, under his name as such Officer, Director, or as an official of The Association, without first being authorized by the Executive.

5. The person whose name is placed first on a committee shall be the convener of that committee until a chairman has been elected.

6. The accidental omission to give, or error in giving any notice calling any meeting, or the failure of any person or Local entitled thereto to receive the same, or of any delegate or delegates or Director or Official to attend any meeting or Convention shall not affect the validity of the said meeting or Convention or anything done or passed thereat.

Adopted at the Eighteenth Annual Convention of the United Farmers of Alberta, Jan. 19-22, 1926.

SUGGESTIONS FOR CONDUCT OF LOCAL MEETINGS

The following is suggested as the order of business at the meetings of the Locals:

- (a) Call to order by President or Chairman.
- (b) Call the roll of officers, noting those present.
- (c) Call the roll of paid up members, noting those present.
- (d) Reading and disposing of minutes of previous meeting.
- (e) Reading of all official communications received by the Secretary.
- (f) Call for applications for membership.
- (g) Reports of Committees.
- (h) Unfinished business.
- (i) Addresses and discussions.
- (j) Opening of question drawer.
- (k) Election of officers. (Annual Meeting.)

(1) Other business such as:—

1. Ascertain if any member knows a case of sickness, distress or death in the neighborhood that needs special attention.

2. Appoint a special committee to take up such cases, and devise ways and means for handling same.

3. Members wishing work.

4. Members requiring help.

5. Members wishing to sell anything.

6. Members wishing to purchase anything.

7. Members wishing to report a grievance.

8. Reports on markets conditions affecting the products of the neighborhood.

9. General crop prospects of neighborhood.

10. Any matter for insertion in official organ of Association.

11. Discussion of topics for general good and welfare.

12. Debates or addresses on specified subjects.

13. Social entertainment.

14. Devising ways and means for increasing efficiency and membership. It is to be understood that the ladies and the young people are always welcome at the meetings, and a special effort should be made to get them to take part in all discussions and programs that may be arranged.

15. Adjournment.

RULES OF ORDER

The following are also suggested as rules of conduct of business:

1. Except by permission of the presiding officer no member or other person shall speak except to ask a question or to introduce or speak to a motion.

2. In the discussions following the introduction of a subject no person shall speak more than once, or for a longer time than five minutes, except by a vote of the meeting, until other members desiring the floor have spoken.

3. When a question is under consideration no motion shall be in order except the following: (a) to adjourn; (b) to postpone; (c) to amend. These motions take precedence in the order named, and the first two shall be decided without debate.

4. Before the vote is taken on any motion or amendment, the President shall ask: "Is the meeting ready for the question?" The motion shall not be put so long as any member desires to speak and is in order. Any member desirous of asking a question on the subject introduced may do so verbally; but if he desires to ask more than two questions he may be required to submit them to the Secretary in writing.

